

New Jersey Department of Transportation CORRECTIVE ACTION NOTICE

QUALITY MANAGEMENT SERVICES

Director: Brian Strizki

Telephone: (609) 530-6363

CAN No. 058

Approved: Brian Strizki

Date: 03/13/2003

Subject: Implementation of Revised Project Delivery Process and Preliminary Design Guidelines

Bureau(s) Affected: All CPM Units
All Design Consultants
Planning and Development
Operations

Description of Issue(s):

Based on recommendations made by the Pipeline Task Force, the Department has made adjustments to the project delivery process in order to more efficiently deliver the capital program with the available resources.

Corrective Action Plan:

The purpose of this CAN is to provide an overview of the changes that have been made to the project delivery process and introduce resources that provide more detailed information on the new processes. This Corrective Action Notice is for interim use until a Baseline Document Change is developed and issued.

Pipeline Definitions

The revised delivery process includes three Project Management Design pipelines (Pipelines I-III) and one Operations pipeline (Pipeline IV) for all NJDOT projects. (See attached schematic – ***pipelinenet.pdf***). Each project will be recommended to a pipeline by the Project Screening Committee and reviewed and assigned by the Capital Programming Committee. The basic criteria for each pipeline is as follows:

Pipeline I: Large complex projects requiring a Feasibility Assessment which are primarily requiring Environmental Impact Statement, Environmental Assessment or complex Categorical Exclusions. (See attached schematic – ***pipeline1.pdf***)

Pipeline II: Moderate projects, primarily Categorical Exclusions, having some involvement with Right of Way, utilities or environmental permits. (See attached schematic – ***pipeline2.pdf***)

Pipeline III: Moderate to Simple projects that have clearly defined Scopes of Work, and minimal Right of Way, utility or environmental permit involvement that can go directly to Design. (See attached schematic – ***pipeline3.pdf***)

Pipeline IV: Simple projects with no Right of Way and minimal or no utility or environmental permit involvement that will be managed by Operations.

Project Submission Definitions

Feasibility Assessment Report Submission (FA) – Recommendation on project feasibility by the Bureau of Scope Development and the NJDOT project manager with supporting documentation as per Section 3.1 of the NJDOT Procedures Manual.

Preliminary Design Submission (PDS) – Definition of project scope, Environmental Document submission and all additional engineering work that has been developed to date for the project in accordance with the attached ***Guidelines for Preliminary Design Submission***.

Requirements for the PDS are project specific and will vary from project to project depending upon the design issues involved. The designer, the Project Manager and the Quality Assurance Team Leader shall meet and review the information that the designer has developed in order to obtain approval of the Environmental Document. This review will determine the final content of the Preliminary Design Submission as well as the number of plan sets required for this submission.

The PDS replaces the Final Scope Development submission and the Initial Design submission required under the current process.

Final Design Submission (FDS) – Includes all construction plans and utility relocation plans, construction schedule, specifications, design reports, design calculations, quantity calculations, engineer's estimate and permits pertaining to the project in accordance with the Final Design Submission of the NJDOT Procedures Manual Section 4.3, and BDC00S-6 and BDC02PR-01, which include modifications to Section 4.3.

The number of plan sets required for this (FDS) submission will be determined by the Project Manager and the Quality Assurance Team Leader.

The above FDS requirements replace the Final Design submission and the pre-PS&E submission required under the current process.

Plans, Specifications & Estimate (PS& E) Submission – Includes submission of all final construction plans, specifications, design reports, quantity calculations, engineer's estimate and permits; these final documents will have incorporated all comments having resulted from the Final Design Submission review(s). The designer must submit 2 printed plan sets as well as the master set (mylars) and other required documents including the Designer QA Checklist and Certification in accordance with the NJDOT Procedures Manual Section 4.3 "PS&E Submission Requirements" *, Section 6 "Quality Assurance/Quality Control", BDC00S-6, BDC02PR-01 and BDC99PR-006 which include modifications to the referenced NJDOT Procedures Manual sections.

* PS&E submission requirements will vary based on federal oversight requirements, for federally funded projects.

Project Submission Requirements

Pipeline I: Feasibility Assessment Report Submission
Preliminary Design Submission
Final Design Submission
Plan, Specification & Estimate Submission

Pipeline II: Preliminary Design Submission
Final Design Submission
Plan, Specification & Estimate Submission

Pipeline III: Design Submission
Plan, Specification & Estimate Submission

Pipeline IV: To Operations

In addition to the above mentioned attachments, this CAN is being distributed with the following reference materials:

- Sample project ***Preliminary Design Submission Package***
- ***“Activity Descriptions for Design Pipeline I, II and III”***

Implementation: *Immediate.* Contact the Project Manager for project specific guidance.